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Monika Wilkinson, Chair  
 Cecilia E. Butler, Vice Chair  
 Margaret Connolly  
 Tracy Driscoll  
 Sarah Santos

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>JUNE 4, 2015, MAIN LIBRARY, 9:00AM</b>	
<b>MEETING CALLED BY</b>	DPL Trustees
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>CHAIRMAN</b>	Monika Wilkinson
<b>SECRETARY</b>	Tracy Driscoll
<b>ATTENDEES</b>	Cecilia Emery Butler, Margaret Connolly, Tracy Driscoll, Sarah Santos, Monika Wilkinson, Mary Ann Tricarico
<b>PUBLIC ATTENDEES</b>	Jim Kern, Town Manager; Laura Bowler, Ellen Dockham, Amber Socci, Patricia Reilly, Bob McWhirk, Lisa Ingemi, Julianne Leary, Catelyn Johnson, Rosemarie Shrewsbury, Walter Kieseling III, David Podolski and Isabella Suci, staff members; and Dianne Bauer, Elizabeth Martin

The June 4, 2015 meeting of the Dedham Library Board of Trustees was called to order at 9:10am by Chair, Monika Wilkinson. The Board welcomed Jim Kern, Town Manager, who is planning on attending Board meetings twice a year in order to stay connected with departments which are not housed in Town Hall. The Board also welcomed numerous staff members, who were present to give an update on their professional development day which took place on May 5, 2015 at the Massachusetts Library Association's Annual Conference in Worcester.

**1. Public Input:**

No public input.

**2. Staff Update Re: MLA Annual Conference:**

Several staff members commented on ideas that they took from the conference and would like to implement in the future. Ms. Socci would like to model a One Book, One Town program after ideas from the Plymouth Library. Ms. Ingemi would like to create a local author open house in the fall.

### **3. Technology Plan Update**

Catelyn Johnson, Technology and Adult Services Librarian did a demonstration of her proposed changes for the library's website. She will be looking for feedback from the staff regarding usability issues before permanently making changes. Ms. Johnson has also organized all databases by category.

Mr. Kern then discussed IT changes regarding the Town system and the recently completed town wide IT study. He believes that there are many areas of improvement to be made but stressed security would be the top priority.

### **4. Minutes:**

A motion to accept the May 7, 2015 minutes was made by Ms. Emery Butler. Ms. Connolly seconded. It was noted that Ms. Johnson's name (Catelyn) was spelled incorrectly. All voted to accept the minutes, with the mentioned correction.

### **5. Financial Report:**

A motion to accept the April, 2015 Financial Report was made by Ms. Connolly. Ms. Emery Butler seconded. All voted to accept the April Report.

A motion was then made to accept the May, 2015 Financial Report by Ms. Emery Butler. Ms. Driscoll seconded. Prior to the vote Ms. Wilkinson requested clarification regarding Library Materials, which line item was at 186%. Dr. Tricarico explained that this was meant as a place holder and the bottom line is still within the budget. It was discussed that this number would be more accurately represented in future budgets.

### **6. Director's Report:**

Dr. Tricarico discussed the numerous and varied programming schedule for the summer. She also mentioned that the woodwork in the Children's Room was still waiting to get done.

### **7. Town Financial Rules:**

Ms. Shrewsbury gave the Board an overview regarding timelines for financial documents to be submitted to the town.

### **8. Action Item Review:**

<b>Action Item</b>	<b>Person</b>	<b>Date Due</b>
Status regarding new web design and IT Action Plan	Catelyn Johnson	September
Children's Room – woodwork and continued design	Dr. Tricarico; Trustees	August

Endicott – insurance claim rugs	Dr. Tricarico; Trustees	August
RFQ; space planning; discussion library of future	Dr. Tricarico; Trustees	August
Director's salary research	Trustees	September
Policy Review	Ms. Driscoll will provide info to date; all Trustees	September

Ms. Wilkinson made a motion to adjourn the meeting. Ms. Emery Butler seconded. All voted in favor. The meeting was adjourned at 10:58am. Next meeting date is August 13, 2015 at 7pm at the Endicott Branch.

Respectfully submitted,

Tracy Driscoll

Attachments:

Agenda

Director's Report

Financial Report- April and May

**Trustees Meeting**  
**June 4, 2015, @ Main, 9 a.m.**  
**Dr. Mary Ann Tricarico, Library Director**

**Resources and Services:**

1. The Main Library's Reference Room has been reconfigured to incorporate the *New Book Collection* onto the shelves in the Rotunda. It makes for a more inviting and open appearance. And, the new books are more accessible and visible for the public. Catelyn initiated this project and was assisted by Amber and the Pages.
2. The mobile shelving units which formerly held the new books have been relocated to the History Room for the enhanced Young Adult collection.
3. The Young Adult Collection in the History Room has been expanded to include Manga titles, so popular with teens, new non-fiction titles, and updated fiction items.
4. In addition to expanding the young adult materials, Catelyn and Amber are offering summer programs this year for teens and for adults.
5. Summer reading programs this year will use the state-wide theme for Children, *Every Hero has a Story*. Our Young Adult theme is *Unmasked* and the Adult Summer Reading theme is *Escape the Ordinary*. Summer Reading will run from June 15 to August 19.
6. Some of the special events planned for this summer include (specific times, locations, and age groups are on the *Superhero Summer Reading* calendar which will be distributed at the Trustees meeting on 6/4):
  - Learn how to build a computer, June 24 and Aug 19, for teens
  - Adult Scavenger Hunt, July 15
  - Kids Dewey Decimal Scavenger Hunt, July 17, ages 6+
  - Mock Court Night, Aug 10, August 10, teens
  - Creature Teachers Animal Show, June 9, all ages
  - Friends Forever Family Concert, June 22
  - Summer Bingo, June 23, ages 5+
  - Super Hero Pajama Story Time, July 14, children
  - Touch a Truck, July 24 children
  - Sign with your Baby, July 31, families
  - Tie Dye crafts, Aug 4, ages 5+
  - Make a Cape – Superheroes on human-sized game board, Aug 5, all ages
  - Legos, Aug 11, children
  - Ice Cream Social, Aug 18, families
  - Japanese Paper Theater stories and crafts, June 16, children
  - Activated Story Theatre, Aug 17, young adults
  - Annual Teddy Bear's Picnic, Aug 13, at the Endicott Estate
  - Summer Reading Challenge for all Ages! Weekly raffle prizes will be awarded and a grand prize drawing will be held at the end of the summer.
7. This year, the Library will host a table at the Dedham Farmers' Market. Staff members will be present to tell people about our library and to distribute marketing items. The dates we are schedules are the following:
 

<b>June 17 and 24</b>	<b>August 12</b>	<b>October 14 and 28</b>
<b>July 15 and 29</b>	<b>September 16</b>	

And, we would like to invite the Trustees to join us at the Farmers' Market!
8. **Friends Book Sale** - The Friends of the Library will be conducting their June Book Sale at the Main Library on Saturday, June 13 from 10 a.m. to 3 p.m. and on Monday June 15 from 4:30 p.m. to 8 p.m.

**Staffing:**

1. The Second Staff Development Day was held on May 5 at the Massachusetts Library Association's Annual Conference in Worcester. It was a fulfilling and informative experience and the staff will make brief reports about the conference at the June 4<sup>th</sup> Trustees meeting
2. Library Page Maria Widmaier resigned on May 29 because she is moving to Florida. The position has been advertised by the HR Director who will coordinate and participate in the interviews with Circulation Supervisor, Amber Socci.

**Operations:**

1. The Technology Librarian has met with the Library Director to develop a Plan of Service for Technology. She will come to the June 4<sup>th</sup> Trustees meeting to discuss the plan and present the proposed new website for the library.
2. The Library Director attended Town Meeting on May 18. The library's FY16 budget was approved and the union contracts for salary increases were also approved. The new contracts provide for wage increases only; there is no change in benefits. Union staff members will receive a 2% salary increase in FY16 and a 2.5% salary increase in FY17. The 2% increases begin on July 1.
3. Neither the Blue Hills Bank nor the Dedham Institution for Savings will be funding this year's grant requests from the Library to renovate and update the Children's Room at the Main Library. The reason given by both banks was that they had far more applications than they could fund; but, both banks thought our project is important and have encouraged us to reapply next year.

**Facilities:**

1. Fence at Main Library which was damaged by snow plows was replaced on May 6, 2015.
2. The architect is in the process of developing a plan for a new circulation desk for the Children's Room and reconfiguring the shelving. An update will be provided when available.
3. The painter will be scheduling a time to refinish the woodwork in the Children's Room.

• **Statistics FY14 and FY15:**

<b>Circulation FY14</b>	<b>Main</b>	<b>Endicott</b>	<b>FY14 Total</b>		<b>Circulation FY15</b>	<b>Main</b>	<b>Endicott</b>	<b>FY15 Total</b>
July	6785	7367	14,152		July	5845	7211	13,056
August	6433	7029	13,462		August	5052	6582	11,634
September	3682	4240	7922		September	4269	5741	10,370
October	5528	5693	11,221		October	4466	5666	10,132
November	4209	5801	10,010		November	3536	5523	9,059
December	4556	5080	9636		December	4342	5176	9518
January	4447	5595	10,042		January	4002	5692	9694
February	4086	5332	9418		February	4324	2882	7506
March	5175	6135	11,310		March	4419	5349	9768
April	4862	5640	10,502		April	3941	5234	9175
May	4208	5850	10,058		May	3556	4927	8483
June	4696	5908	10,604		June			
<b>Total FY14 Circulation</b>	<b>58,667</b>	<b>69,030</b>	<b>127,697</b>		<b>Total FY15 Circulation</b>	<b>48,412</b>	<b>59,983</b>	<b>108,395</b>

*Note: all circulation figures are approximations; actual counts are available annually from MLN in July.*

<b>Gate Count FY14</b>	<b>Main</b>	<b>Endicott</b>	<b>FY14 Totals</b>		<b>Gate Count FY15</b>	<b>Main</b>	<b>Endicott</b>	<b>FY15 Totals</b>
July	4085	5230	9315		July	4660	4766	9426
August	5823	7287	13110		August	4463	6626	11,089
September	4055	4471	8526		September	4877	6678	11,555
October	4257	5107	9364		October	4784	5508	10,292
November	4686	5172	9858		November	3953	4787	8,740
December	4553	6009	10562		December	4758	5362	10,120
January	3399	4008	7407		January	3,763	4,790	8,553
February	4478	4739	9217		February*	3,807	3,317	7,124
March	4547	5330	9877		March*	5,254	4,301	9,555
April	4234	4808	9042		April	3,916	4,298	8,214
May	5345	6301	11,646		May	2,995	5,295	8,290
June	4093	5290	9384		June			
<b>Total FY14</b>	<b>53,556</b>	<b>63,752</b>	<b>117,307</b>		<b>Total FY15</b>	<b>47,230</b>	<b>55,728</b>	<b>102,958</b>

• *\*Note: Endicott was closed February 24 to March 2, 2015 due to water damage from winter storms.*

<b>Inter Library Loans (ILL)</b>							
<b>Borrowed from Other Libraries For</b>	<b>FY14 Main</b>	<b>FY14 Endicott</b>	<b>FY14 Total</b>		<b>FY15 Main</b>	<b>FY15 Endicott</b>	<b>FY15 Total</b>
July	1234	1338	2572		1145	1366	2511
August	1166	1396	2562		952	1358	2310
September	1128	1225	2353		975	1234	2209
October	1100	1215	2315		942	1148	2090
November	957	1181	2138		772	1195	1967
December	1016	1210	2226		935	1160	2095
January	1021	1361	2382		831	1334	2165
February	915	1284	2099		1271	626	1897
March	1064	1223	2287		937	1175	2112
April	1061	1182	2243		886	1224	2110
May	872	1226	2098		732	1063	1792
June	936	1135	2071				
<b>Total Items Borrowed</b>	<b>12,470</b>	<b>14,976</b>	<b>27,446</b>		<b>10,378</b>	<b>12,883</b>	<b>23,261</b>

<b>Loaned to Other Libraries From</b>	<b>FY14 Main</b>	<b>FY14 Endicott</b>	<b>FY14 Total</b>		<b>FY15 Main</b>	<b>FY15 Endicott</b>	<b>FY15 Total</b>
July	2721	1291	4012		2609	1226	3835
August	1659	585	2244		2531	1101	3632
September	2406	1043	3449		2459	1039	3498
October	1713	524	2237		2547	1009	3556
November	2366	937	3303		2179	992	3171
December	2532	1091	3623		2607	901	3508
January	2408	968	3376		2613	959	3572
February	2298	942	3240		2422	912	3334
March	2795	962	3757		2682	766	3448
April	2562	1018	3580		2364	911	3275
May	2200	991	3191		2282	794	3076
June	2112	1021	3133				
<b>Total Items Loaned</b>	<b>27,682</b>	<b>11,373</b>	<b>39,055</b>		<b>27,295</b>	<b>10,610</b>	<b>37,905</b>

**Note: all ILL figures are approximations; actual counts are available annually from MLN in July.**

**Dr. Mary Ann Tricarico,  
6/1/15**



# Expense Budget Performance Report

Date Range 07/01/14 - 04/30/15

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
<b>Fund 001 - General Fund</b>									
Department <b>610 - Library</b>									
<b>EXPENSE</b>									
<i>Personnel Services</i>									
<b>5110</b>	<b>Wages, Perm.</b>								
5110-193	Wages, Perm. Custodial Personnel	85,494.00	5,224.00	90,718.00	7,005.00	.00	72,484.11	18,233.89	80
5110-610	Wages, Perm. Library Director	86,995.00	.00	86,995.00	6,769.24	.00	69,484.68	17,510.32	80
5110-613	Wages, Perm. Professional Librarian	236,626.00	14,459.00	251,085.00	18,618.00	.00	161,239.65	89,845.35	64
5110-614	Wages, Perm. Circulation Supervisor	53,919.00	3,294.00	57,213.00	4,461.00	.00	45,609.98	11,603.02	80
5110-615	Wages, Perm. Library Assistant	269,455.00	16,466.00	285,921.00	21,034.30	.00	215,100.25	70,820.75	75
5110-618	Wages, Perm. Library Page	21,143.00	.00	21,143.00	2,065.50	.00	18,072.00	3,071.00	85
5110-619	Wages, Perm. Administrative Assistant I	45,963.00	2,809.00	48,772.00	3,736.50	.00	39,046.43	9,725.57	80
	<b>5110 - Wages, Perm. Totals</b>	<b>\$799,595.00</b>	<b>\$42,252.00</b>	<b>\$841,847.00</b>	<b>\$63,689.54</b>	<b>\$0.00</b>	<b>\$621,037.10</b>	<b>\$220,809.90</b>	<b>74%</b>
5141	Longevity	3,180.00	.00	3,180.00	.00	.00	2,045.00	1,135.00	64
5192	Car Allowance	4,500.00	.00	4,500.00	375.00	.00	3,375.00	1,125.00	75
5197	Uniforms-Contractual	700.00	.00	700.00	.00	.00	502.28	197.72	72
5199	Protective Shoes-Contractual	300.00	.00	300.00	.00	.00	145.00	155.00	48
	<i>Personnel Services Totals</i>	<b>\$808,275.00</b>	<b>\$42,252.00</b>	<b>\$850,527.00</b>	<b>\$64,064.54</b>	<b>\$0.00</b>	<b>\$627,104.38</b>	<b>\$223,422.62</b>	<b>74%</b>
<i>Overtime / Substitutes</i>									
5130	Overtime	11,000.00	672.00	11,672.00	.00	.00	7,374.95	4,297.05	63
	<i>Overtime / Substitutes Totals</i>	<b>\$11,000.00</b>	<b>\$672.00</b>	<b>\$11,672.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,374.95</b>	<b>\$4,297.05</b>	<b>63%</b>
<i>Purchase of Services</i>									
5271	Rent/Lease Equipment	12,307.00	.00	12,307.00	512.06	.00	5,615.60	6,691.40	46
5301	Professional/Technical Services	9,015.00	.00	9,015.00	3,032.47	.00	6,766.27	2,248.73	75
5307	Regional Services	40,960.00	.00	40,960.00	.00	.00	41,858.04	(898.04)	102
5314	Alarm / Security Services	4,287.00	.00	4,287.00	130.00	.00	1,844.31	2,442.69	43
	<i>Purchase of Services Totals</i>	<b>\$66,569.00</b>	<b>\$0.00</b>	<b>\$66,569.00</b>	<b>\$3,674.53</b>	<b>\$0.00</b>	<b>\$56,084.22</b>	<b>\$10,484.78</b>	<b>84%</b>
<i>Supplies</i>									
5420	Office Supplies	4,500.00	.00	4,500.00	48.32	.00	4,881.45	(381.45)	108
5421	Paper	915.00	.00	915.00	.00	.00	497.08	417.92	54
5490	Food	50.00	.00	50.00	.00	.00	37.03	12.97	74
5510	Educational Supplies	3,400.00	.00	3,400.00	616.43	.00	2,929.41	470.59	86
5580	Other Supplies	7,000.00	.00	7,000.00	48.08	.00	7,012.55	(12.55)	100
	<i>Supplies Totals</i>	<b>\$15,865.00</b>	<b>\$0.00</b>	<b>\$15,865.00</b>	<b>\$712.83</b>	<b>\$0.00</b>	<b>\$15,357.52</b>	<b>\$507.48</b>	<b>97%</b>
<i>Library Materials</i>									
<b>5581</b>	<b>Library Materials</b>								
5581-611	Library Materials Books	114,585.00	.00	114,585.00	7,540.38	.00	69,861.57	44,723.43	61
5581-612	Library Materials Periodicals	11,000.00	.00	11,000.00	2,585.44	.00	20,507.59	(9,507.59)	186
5581-614	Library Materials DVDs	12,000.00	.00	12,000.00	1,613.01	.00	15,937.30	(3,937.30)	133
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	506.66	.00	506.66	493.34	51
5581-617	Library Materials Audio	7,335.00	.00	7,335.00	.00	.00	144.96	7,190.04	2





# Expense Budget Performance Report

Date Range 07/01/14 - 04/30/15

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund <b>001 - General Fund</b>									
Department <b>610 - Library</b>									
	EXPENSE								
	Library Materials								
<b>5581</b>	<b>Library Materials</b>								
5581-618	Library Materials Databases	14,202.00	.00	14,202.00	1,852.20	.00	23,532.35	(9,330.35)	166
5581-619	Library Materials Other	168.00	.00	168.00	.00	.00	.00	168.00	0
	<b>5581 - Library Materials Totals</b>	<b>\$160,290.00</b>	<b>\$0.00</b>	<b>\$160,290.00</b>	<b>\$14,097.69</b>	<b>\$0.00</b>	<b>\$130,490.43</b>	<b>\$29,799.57</b>	<b>81%</b>
	Library Materials Totals	\$160,290.00	\$0.00	\$160,290.00	\$14,097.69	\$0.00	\$130,490.43	\$29,799.57	81%
	Other Charges and Expenses								
5305	Meetings & Conferences	4,770.00	.00	4,770.00	758.78	.00	2,417.87	2,352.13	51
5710	Travel	700.00	.00	700.00	.00	.00	741.25	(41.25)	106
5730	Dues/Memberships	1,430.00	.00	1,430.00	470.00	.00	637.12	792.88	45
	Other Charges and Expenses Totals	\$6,900.00	\$0.00	\$6,900.00	\$1,228.78	\$0.00	\$3,796.24	\$3,103.76	55%
	EXPENSE TOTALS	\$1,068,899.00	\$42,924.00	\$1,111,823.00	\$83,778.37	\$0.00	\$840,207.74	\$271,615.26	76%
Department <b>610 - Library</b> Totals		\$1,068,899.00	\$42,924.00	\$1,111,823.00	\$83,778.37	\$0.00	\$840,207.74	\$271,615.26	76%
Fund <b>001 - General Fund</b> Totals		\$1,068,899.00	\$42,924.00	\$1,111,823.00	\$83,778.37	\$0.00	\$840,207.74	\$271,615.26	
	Grand Totals	\$1,068,899.00	\$42,924.00	\$1,111,823.00	\$83,778.37	\$0.00	\$840,207.74	\$271,615.26	



# Expense Budget Performance Report

Date Range 07/01/14 - 05/31/15

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
<b>Fund 001 - General Fund</b>									
Department <b>610 - Library</b>									
<b>EXPENSE</b>									
<i>Personnel Services</i>									
<b>5110</b>	<b>Wages, Perm.</b>								
5110-193	Wages, Perm. Custodial Personnel	85,494.00	5,224.00	90,718.00	10,507.50	.00	82,991.61	7,726.39	91
5110-610	Wages, Perm. Library Director	86,995.00	.00	86,995.00	12,753.86	.00	82,238.54	4,756.46	95
5110-613	Wages, Perm. Professional Librarian	236,626.00	14,459.00	251,085.00	27,927.00	.00	189,166.65	61,918.35	75
5110-614	Wages, Perm. Circulation Supervisor	53,919.00	3,294.00	57,213.00	6,691.50	.00	52,301.48	4,911.52	91
5110-615	Wages, Perm. Library Assistant	269,455.00	16,466.00	285,921.00	31,551.45	.00	246,651.70	39,269.30	86
5110-618	Wages, Perm. Library Page	21,143.00	.00	21,143.00	2,821.50	.00	20,893.50	249.50	99
5110-619	Wages, Perm. Administrative Assistant I	45,963.00	2,809.00	48,772.00	5,604.75	.00	44,651.18	4,120.82	92
	<b>5110 - Wages, Perm. Totals</b>	<b>\$799,595.00</b>	<b>\$42,252.00</b>	<b>\$841,847.00</b>	<b>\$97,857.56</b>	<b>\$0.00</b>	<b>\$718,894.66</b>	<b>\$122,952.34</b>	<b>85%</b>
5141	Longevity	3,180.00	.00	3,180.00	310.00	.00	2,355.00	825.00	74
5192	Car Allowance	4,500.00	.00	4,500.00	375.00	.00	3,750.00	750.00	83
5197	Uniforms-Contractual	700.00	.00	700.00	.00	.00	502.28	197.72	72
5199	Protective Shoes-Contractual	300.00	.00	300.00	.00	.00	145.00	155.00	48
	<i>Personnel Services Totals</i>	<b>\$808,275.00</b>	<b>\$42,252.00</b>	<b>\$850,527.00</b>	<b>\$98,542.56</b>	<b>\$0.00</b>	<b>\$725,646.94</b>	<b>\$124,880.06</b>	<b>85%</b>
<i>Overtime / Substitutes</i>									
5130	Overtime	11,000.00	672.00	11,672.00	915.96	.00	8,290.91	3,381.09	71
	<i>Overtime / Substitutes Totals</i>	<b>\$11,000.00</b>	<b>\$672.00</b>	<b>\$11,672.00</b>	<b>\$915.96</b>	<b>\$0.00</b>	<b>\$8,290.91</b>	<b>\$3,381.09</b>	<b>71%</b>
<i>Purchase of Services</i>									
5271	Rent/Lease Equipment	12,307.00	.00	12,307.00	2,241.56	.00	7,857.16	4,449.84	64
5301	Professional/Technical Services	9,015.00	.00	9,015.00	3,679.76	.00	10,446.03	(1,431.03)	116
5307	Regional Services	40,960.00	.00	40,960.00	.00	.00	41,858.04	(898.04)	102
5314	Alarm / Security Services	4,287.00	.00	4,287.00	267.53	.00	2,111.84	2,175.16	49
	<i>Purchase of Services Totals</i>	<b>\$66,569.00</b>	<b>\$0.00</b>	<b>\$66,569.00</b>	<b>\$6,188.85</b>	<b>\$0.00</b>	<b>\$62,273.07</b>	<b>\$4,295.93</b>	<b>94%</b>
<i>Supplies</i>									
5420	Office Supplies	4,500.00	.00	4,500.00	.00	.00	4,881.45	(381.45)	108
5421	Paper	915.00	.00	915.00	185.11	.00	682.19	232.81	75
5490	Food	50.00	.00	50.00	.00	.00	37.03	12.97	74
5510	Educational Supplies	3,400.00	.00	3,400.00	.00	.00	2,929.41	470.59	86
5580	Other Supplies	7,000.00	.00	7,000.00	255.41	.00	7,267.96	(267.96)	104
	<i>Supplies Totals</i>	<b>\$15,865.00</b>	<b>\$0.00</b>	<b>\$15,865.00</b>	<b>\$440.52</b>	<b>\$0.00</b>	<b>\$15,798.04</b>	<b>\$66.96</b>	<b>100%</b>
<i>Library Materials</i>									
<b>5581</b>	<b>Library Materials</b>								
5581-611	Library Materials Books	114,585.00	.00	114,585.00	11,794.18	.00	81,655.75	32,929.25	71
5581-612	Library Materials Periodicals	11,000.00	.00	11,000.00	.00	.00	20,507.59	(9,507.59)	186
5581-614	Library Materials DVDs	12,000.00	.00	12,000.00	1,862.75	.00	17,800.05	(5,800.05)	148
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	.00	.00	506.66	493.34	51
5581-617	Library Materials Audio	7,335.00	.00	7,335.00	3,047.24	.00	3,192.20	4,142.80	44



# Expense Budget Performance Report

Date Range 07/01/14 - 05/31/15

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund <b>001 - General Fund</b>									
Department <b>610 - Library</b>									
	EXPENSE								
	Library Materials								
<b>5581</b>	<b>Library Materials</b>								
5581-618	Library Materials Databases	14,202.00	.00	14,202.00	850.05	.00	24,382.40	(10,180.40)	172
5581-619	Library Materials Other	168.00	.00	168.00	.00	.00	.00	168.00	0
	<b>5581 - Library Materials Totals</b>	<b>\$160,290.00</b>	<b>\$0.00</b>	<b>\$160,290.00</b>	<b>\$17,554.22</b>	<b>\$0.00</b>	<b>\$148,044.65</b>	<b>\$12,245.35</b>	<b>92%</b>
	Library Materials Totals	\$160,290.00	\$0.00	\$160,290.00	\$17,554.22	\$0.00	\$148,044.65	\$12,245.35	92%
	Other Charges and Expenses								
5305	Meetings & Conferences	4,770.00	.00	4,770.00	302.94	.00	2,720.81	2,049.19	57
5710	Travel	700.00	.00	700.00	.00	.00	741.25	(41.25)	106
5730	Dues/Memberships	1,430.00	.00	1,430.00	780.93	.00	1,418.05	11.95	99
	Other Charges and Expenses Totals	\$6,900.00	\$0.00	\$6,900.00	\$1,083.87	\$0.00	\$4,880.11	\$2,019.89	71%
	EXPENSE TOTALS	\$1,068,899.00	\$42,924.00	\$1,111,823.00	\$124,725.98	\$0.00	\$964,933.72	\$146,889.28	87%
Department <b>610 - Library</b> Totals		\$1,068,899.00	\$42,924.00	\$1,111,823.00	\$124,725.98	\$0.00	\$964,933.72	\$146,889.28	87%
Fund <b>001 - General Fund</b> Totals		\$1,068,899.00	\$42,924.00	\$1,111,823.00	\$124,725.98	\$0.00	\$964,933.72	\$146,889.28	
	Grand Totals	\$1,068,899.00	\$42,924.00	\$1,111,823.00	\$124,725.98	\$0.00	\$964,933.72	\$146,889.28	



TOWN OF DEDHAM

## MEETING NOTICE

POSTED:

TOWN CLERK

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A SECTION 20 AS AMENDED.

<b>Board or Committee:</b>	Board of Library Trustees
<b>Location:</b>	Main Library
<b>Day, Date, Time:</b>	Thursday, June 4, 2015, 9 am
<b>Submitted By:</b>	Monika Wilkinson, Chair
<b>Date:</b>	May 27, 2015

### AGENDA:

Call to order  
Public Input

### Action Items

Discussion and vote: *Minutes May 7, 2015*

Discussion and vote: *Financial Report April 2015 and May 2015*

### Reports

Director's Report  
Town Manager James Kern welcome  
Library staff update on MLA conference  
Library website update by Catelyn Johnson, Adult Services and Technology Librarian  
Accounts payable and payroll procedures by Rosemarie Shrewsbury  
Strategic Plan review and goal setting session

### Old/New Business\*

**Next Meeting: August 13, 7 pm Endicott Branch**

*\*This item is included to acknowledge that there may be matters not reasonably anticipated by the Chair that could be raised during the Public Comment period by other members of the Committee, by staff or others.*